UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES **Schedule No.:** 1893 RECORDS MANAGEMENT DIVISION Page 1 of RECORDS RETENTION AND DISPOSAL SCHEDULE Agency: University of Maryland Division/Unit: TERP Services College Park Item No. Description Retention 1 Screen annually and destroy that material for General Files - Alpha, subject, administrative, and chronological correspondence containing original incoming and copies of outgoing which no further reference is required. Remaining material having continuing administrative or legal correspondence, reports, memoranda, statistics, proposed programs, value to be kept in paper by TERP Services for 25 minutes, policy and procedure statements, special projects, and years, then destroyed. Material deemed to have substantive data concerning the operation of TERP Services. historical value should be sent to University Archives at UMCP for permanent retention. 2 Payroll Records - Journals, One Pay Certification Cards, W2 forms, Retain for 6 years, 3 months and until audit Journal Vouchers, Time sheets, and other internal adjustment forms. requirements are met, then destroy. Office of Record is Payroll Services. Retain for 3 years and until audit requirements are 3 Purchasing Records - Internal account records (copies of requisitions, met, then destroy. Office of Record for HM and LM invoices, packing slips). Small Procurement Orders is the department. Office of Record for remaining material is Procurement and Supply. Retain for 6 years, 3 months and until audit Accounting Records - Honoraria payments, special payments, periodic financial reports, inventory data, budget items, and other requirements are met, then destroy. Office of Record is Comptroller or Budget and Fiscal Analysis. 5 Retain for three years after application is filed, or if Employment Applications - application for employment with TERP employee is hired, retain until employee Services. terminates, then destroy. * Until audit requirements are met means 3 If UMCP Archives are not available, material having vears for state-related documents, 3 years permanent retention will be transferred to the Maryland for non-monetary federal-related State Archives in Annapolis. If departmental archives are documents, 3 years for monetary federalnot available at UMCP, material having limited retention related documents under \$25,000, and 6 (i.e. 25 years) will be transferred to the State Records years, 3 months for monetary federal-Center in Jessup. related documents over \$25,000. Authorized by Department Head or Designated Representative Signature: Schedule Authorized by State Archivist Authorized by Vice President of Administrative Affairs JUN 6 Date: Date: Sward C. Paperpur f Signature: _ Type Name: Dr. Sylvia S. Stewart Title: Associate Vice President

| INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD | UNIVERSITY OF MARYLAND | | AGENCY RECORDS INVENTORY |
|--|--|---|---|
| WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92) | COLLEG | E PARK | PAGE1OF5 |
| AGENCY University of Maryland, College Park | DIVISION Administrative Affai | rs | 3. UNIT TERP Services |
| DEFINITION - RECORD SERIES: | | ECORDS NORMALLY FILE AND DISPOSITION PURPO | D AND USED AS A UNIT FOR REFERENCE OSES. |
| RECORD SERIES TITLE General Files | | | 5. EARLIEST YEAR/LATEST YEAR |
| 6. RECORD SERIES DESCRIPTION (BRIEF IN THE | LY DESCRIBE THE TYPES SERIES, INCLUDING THE | | |
| Alpha, subject, administrative, and chronological correspondence containing original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, and substantive data concerning the operation of TERP Services | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY) | | 9. VOLUME FILE DRAWER(S) |
| ✓ LETTER SIZE | | | 1 ☐ MICROFILM(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) |
| ☐ LEGAL SIZE ☐ COMPUTER TAPE | | | |
| ☐ BOUND BOOK ☐ FLOPPY DISK | | | 10. ANNUAL ACCUMULATION |
| ☐ AUDIO TAPE ☐ VIDEO TAPE | | | ☐ FILE DRAWER(S) |
| OTHER (SPECIFY) | | | 1-2 ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S) ✓ OTHER (SPECIFY) File Folders |
| 11. FILE IS USED | | 12. FILE BECOMES IN | NACTIVE AFTER |
| ☐ DAILY ☐ WEEKLY 🗹 | MONTHLY | 1 NUMBER | ☐ MONTH(S) ☑ YEAR(S) |
| 13. CURRENT LOCATION(S) (BUILDING.FLOOR, ROOM) | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) | |
| Building 805, First Floor, Room 1110 | | YES NO | |
| 15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS) | □ NO | 16. AUDIT REQUIREM | IENTS |
| Please see statement below. | | ☑ NONE ☐ S | STATE FEDERAL INDEPENDENT |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN | | 18. RECOMMENDED RETENTION | |
| BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO | | reference is required. administrative or legal for 25 years, then des | destroy that material for which no further Remaining material having continuing I value to be kept in paper by TERP Services stroyed. Material deemed to have historical to University Archives at UMCP for permanent |
| 19. NAME AND TITLE OF PREPARER Dr. Anna Nemesh | 20. TELEPHONE NUMBER | | 21. DATE |
| TERP Services Director | (301) 403-4245 | | April 18, 1997 |

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

| INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD | UNIVERSITY OF | FMARYLAND | AGENCY RECORDS INVENTORY |
|---|---|--|--|
| WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92) | COLLEG | E PARK | PAGE 2 OF 5 |
| AGENCY University of Maryland, College Park | 2. DIVISION Administrative Affai | rs | 3. UNIT TERP Services |
| DEFINITION - RECORD SERIES: | A GROUP OF RELATED RE | | D AND USED AS A UNIT FOR REFERENCE SES. |
| RECORD SERIES TITLE Payroll Records | | | 5. EARLIEST YEAR/LATEST YEAR 1990 TO 1997 |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Journals, One Pay Certification Cards, W2 forms, Journal Vouchers, Time sheets, and other internal adjustment forms | | | |
| 7. RECORD SERIES FORMAT(S) ✓ LETTER SIZE | 8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY) By Pay Period | | 9. VOLUME |
| ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY) | | | 10. ANNUAL ACCUMULATION 2 |
| 11. FILE IS USED DAILY WEEKLY | MONTHLY | 12. FILE BECOMES IN 6 1/4 NUMBER | NACTIVE AFTER MONTH(S) YEAR(S) |
| 13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Building 805, First Floor, Room 1110 | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES NO Payroll Services | |
| 15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS) Please see statement belo | □ NO w. | 16. AUDIT REQUIREM ☐ NONE ☑ S | IENTS STATE FEDERAL INDEPENDENT |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO | N | | RETENTION nonths and until audit requirements are met, f Record is Payroll Services. |
| 19. NAME AND TITLE OF PREPARER Dr. Anna Nemesh TERP Services Director | 20. TELEPHONE NUMBER (301) 40 | 03-4245 | 21. DATE April 18, 1997 |

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|---|---|---|---|
| WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92) | COLLEG | E PARK | PAGE3OF5 |
| 1. AGENCY | 2. DIVISION | | 3. UNIT |
| University of Maryland, College Park | Administrative Affai | rs | TERP Services |
| DEFINITION - RECORD SERIES: | | CORDS NORMALLY FILE AND DISPOSITION PURPO | O AND USED AS A UNIT FOR REFERENCE SES. |
| 4. RECORD SERIES TITLE | | | 5. EARLIEST YEAR/LATEST YEAR |
| Purchasing Records | | | 1993 _{TO} 1997 |
| 6. RECORD SERIES DESCRIPTION (BRIEF IN THE | LY DESCRIBE THE TYPES (SERIES, INCLUDING THE I | | |
| | | | |
| Internal account records (copies of requis | itions, invoices, packir | ng slips) | |
| | | | · • |
| | | | |
| | | | |
| | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | | 9. VOLUME FILE DRAWER(S) |
| | | Ī | ☐ MICROFILM(S) |
| ☑ LETTER SIZE ☐ MICROFILM | ☐ ALPHAE | BETICAL | NUMBER COMPUTER TAPE(S) |
| ☐ LEGAL SIZE ☐ COMPUTER TAPE | ✓ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER (SPECIFY) | | NUMBER |
| ☐ BOUND BOOK ☐ FLOPPY DISK | | | 10. ANNUAL ACCUMULATION |
| ☐ AUDIO TAPE ☐ VIDEO TAPE | | | ☐ FILE DRAWER(S) |
| ☐ OTHER (SPECIFY) | | | NUMBER |
| | | | NUMBER COMPUTER TAPE(S) OTHER (SPECIFY) |
| | | | Notebook |
| 11. FILE IS USED | | 12. FILE BECOMES IN | IACTIVE AFTER |
| ☐ DAILY 🗹 WEEKLY 🗆 | MONTHLY | 3 | ☐ MONTH(S) |
| 13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO | | NUMBER | S DUPLICATED ELSEWHERE? |
| 13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) | | (IF YES, SPECIFY AGENCY OR OFFICE) | |
| Building 805, First Floor, Room 1110 | | | |
| 15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS) | | 16. AUDIT REQUIREM | IENTS |
| Please see statement below. | | □ NONE ☑ STATE □ FEDERAL □ INDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO | | 18. RECOMMENDED RETENTION | |
| | | Retain for 3 years and until audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement | |
| | | is Procurement and S | ent. Office of Record for remaining material upply. |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE NUMBER | R | 21. DATE |
| Dr. Anna Nemesh TERP Services Director | (301) 403-4245 | | April 18, 1997 |
| TENT Services Director | (301) 403-4245 | | Αριιι 10, 1997 |

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| WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92) | COLLEG | E PARK | PAGE4OF5 |
| AGENCY University of Maryland, College Park | DIVISION Administrative Affai | rs | 3. UNIT TERP Services |
| DEFINITION - RECORD SERIES: | | CORDS NORMALLY FILE AND DISPOSITION PURPO | D AND USED AS A UNIT FOR REFERENCE ISES. |
| RECORD SERIES TITLE Accounting Records | | | 5. EARLIEST YEAR/LATEST YEAR 1990 TO 1997 |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Honoraria payments, special payments, periodic financial reports, inventory data, budget items, and other data | | | OF THE SERIES.) |
| | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY) Interfiled with other material | | 9. VOLUME FILE DRAWER(S) |
| ☑ LETTER SIZE | | | NUMBER COMPUTER TAPE(S) NUMBER OTHER (SPECIFY) boxes |
| ☐ LEGAL SIZE ☐ COMPUTER TAPE | | | |
| ☐ BOUND BOOK ☐ FLOPPY DISK | | | 10. ANNUAL ACCUMULATION |
| ☐ AUDIO TAPE ☐ VIDEO TAPE | | | FILE DRAWER(S) |
| OTHER (SPECIFY) | | | NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) |
| 11. FILE IS USED | | 12. FILE BECOMES IN | NACTIVE AFTER |
| ☐ DAILY ☑ WEEKLY ☐ | MONTHLY | 6 1/4 NUMBER | ☐ MONTH(S) |
| 13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO | OM) | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) | |
| Building 805, First Floor, Room 1110 | | YES NO Comptroller / Budget and Fiscal Analysis | |
| 15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS) | | 16. AUDIT REQUIREM | IENTS |
| Please see statement below. | | □ NONE ☑ STATE ☑ FEDERAL □ INDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO | | 18. RECOMMENDED RETENTION Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Comptroller or Budget and Fiscal Analysis. | |
| 19. NAME AND TITLE OF PREPARER Dr. Anna Nemesh | 20. TELEPHONE NUMBER | R | 21. DATE |
| TERP Services Director | (301) 403-4245 | | April 18, 1997 |

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| WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92) | COLLEG | E PARK | PAGE 5 OF 5 | |
| AGENCY University of Maryland, College Park | DIVISION Administrative Affai | re | 3. UNIT TERP Services | |
| DEFINITION - RECORD SERIES: | . <u> </u> | ECORDS NORMALLY FILEI | O AND USED AS A UNIT FOR REFERENCE | |
| RECORD SERIES TITLE Employment Applications | | | 5. EARLIEST YEAR/LATEST YEAR 1973 TO1997 | |
| 6. RECORD SERIES DESCRIPTION (BRIEF | | | MENTS/FORMS FOUND | |
| Application for employment with TERP Services | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY) | | 9. VOLUME 区 FILE DRAWER(S) | |
| ☑ LETTER SIZE ☐ MICROFILM | | | MICROFILM(S) 3 □ COMPUTER TAPE(S) NUMBER □ OTHER (SPECIFY) | |
| ☐ LEGAL SIZE ☐ COMPUTER TAPE | | | | |
| ☐ BOUND BOOK ☐ FLOPPY DISK | | | 10. ANNUAL ACCUMULATION | |
| ☐ AUDIO TAPE ☐ VIDEO TAPE | | | ☑ FILE DRAWER(S) | |
| OTHER (SPECIFY) | | | NUMBER ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) | |
| 11. FILE IS USED | <u> </u> | 12. FILE BECOMES IN | JACTIVE AFTER | |
| ☐ DAILY ☐ WEEKLY ☐ |] MONTHLY | 3 NUMBER | ☐ MONTH(S) | |
| 13. CURRENT LOCATION(S) (BUILDING,FLOOR, RC | ром) | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) | | |
| Building 805, First Floor, Room 1110 | | YES NO | | |
| 15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS) | □NO | 16. AUDIT REQUIREM | IENTS | |
| Please see statement below. | | □ NONE 🗹 STATE □ FEDERAL □ INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) | | 18. RECOMMENDED RETENTION | | |
| □ YES 🗹 NO | | | er application is filed, or if employee is hired, terminates, then destroy. | |
| 19. NAME AND TITLE OF PREPARER Dr. Anna Nemesh | 20. TELEPHONE NUMBER | R | 21. DATE | |
| TERP Services Director | (301) 4 | 03-4245 | April 18, 1997 | |

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